



U.S. Department of Justice

National Drug Intelligence Center

## NDIC VACANCY ANNOUNCEMENT

**OPENING DATE: October 21, 2002**

**CLOSING DATE: OPEN UNTIL FILLED\***

\*The first cut-off date for review is November 11, 2002. Applications received by this date will receive first consideration in filling positions through this vacancy announcement. Future cut-off dates will be on a monthly basis until all positions are filled.

**POSTING NUMBER: #169-ND-02**

**NDIC LOCATION: Johnstown, Pennsylvania**

**TITLE: Intelligence Research Specialist**

**WORKING HOURS: 8:30 a.m. - 5:00 p.m.**

**SERIES/GRADE: GS-0132-7/13**

**AREA OF CONSIDERATION: All Sources**

**NUMBER OF VACANCIES: Multiple**

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### **Duties and Responsibilities:**

**GS-7:** Researches and analyzes strategic drug intelligence data and information from a variety of sources including field reports, investigative files, automated databases, textbooks, periodicals, counterdrug community reports, and miscellaneous reference material. Determines the reliability, accuracy, and proper use of information. Assists in the production of and/or produces written assessments regarding the trafficking and abuse of illicit drugs. Disseminates written products to various law enforcement, intelligence, and public health agencies. Participates in briefings of law enforcement, intelligence, and public health officials at working groups, meetings, conferences, and seminars.

**GS-9/11:** Researches and analyzes strategic drug intelligence data and information from a variety of sources including field reports, investigative files, automated databases, textbooks, periodicals, counterdrug community reports, and miscellaneous reference material. Reviews and evaluates source material to determine its reliability, accuracy, and relevance. Produces written assessments regarding the trafficking and abuse of illicit drugs. Disseminates written products to various law enforcement, intelligence, and public health agencies. Establishes and maintains contacts in other intelligence and law enforcement organizations for the purpose of securing and validating information, checking judgments and conclusions, and resolving disputed issues. Briefs and/or participates in briefings of law enforcement, intelligence, and public health officials at working groups, meetings, conferences, and seminars.

**GS-12 and above:** Researches and analyzes strategic drug intelligence data and information from a variety of sources including field reports, investigative files, automated databases, textbooks, periodicals, counterdrug community reports, and miscellaneous reference material. Reviews and evaluates source material to determine its reliability, accuracy, and relevance. Produces written assessments regarding the trafficking and abuse of illicit drugs. Disseminates written products to various law enforcement, intelligence, and public health agencies. Initiates, plans, monitors, and directs drug-related research projects for National Drug Intelligence Center (NDIC) and/or in collaboration with other counterdrug agencies. Establishes and maintains working relationships/contacts in NDIC and in other intelligence and law enforcement organizations. Participates in

interagency working groups and meetings. Briefs law enforcement, intelligence, and public health officials at working groups, meetings, conferences, and seminars.

### **Qualification Requirements:**

**GS-7 Level:** Requires 1 year of *specialized* experience equivalent to at least the GS-5 level in the occupation **OR** a Bachelor's Degree with superior academic achievement (2.95 or better cumulative grade point average) **OR** 1 full year of graduate level education.

**GS-9 Level:** Requires 1 year of *specialized* experience equivalent to at least the GS-7 level in the occupation **OR** a master's or equivalent graduate degree **OR** 2 full years of progressively higher level graduate education leading to such a degree or LL.B., or J.D.

**GS-11 Level:** Requires 1 year of *specialized* experience equivalent to at least the GS-9 level in the occupation **OR** a Ph.D. or equivalent doctoral degree **OR** 3 full years of progressively higher level graduate education leading to such a degree or LL.M.

**GS-12 and above:** Requires 1 year of *specialized* experience equivalent to at least the next lower grade level in the occupation.

### **Selective Factor:**

**A degree in one of the following disciplines is desirable:** accounting, business administration, criminal justice, finance, history, political science, international affairs, english, sociology, economics, or journalism.

### **Specialized Experience:**

Experience in or directly related to this line of work that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position. Experience must have been equivalent to the next lower grade level in the occupation and consist of analytical, research, and writing duties associated with drug intelligence.

### **Knowledge, Skills, Abilities, and Other Characteristics (KSAOCs):**

Applicants who meet the qualification requirements above will be further evaluated to determine the extent to which their education, work experience, and training indicate they possess the KSAOCs required to perform the duties and responsibilities of the position. Describe experience (paid or unpaid), education, training, and self-development as related to the KSAOCs.

1. **Ability to conduct complex research, analyze relevant information using qualitative and quantitative methods, develop appropriate findings, and report such findings accurately and in detail. (Applicants must discuss a research project they have undertaken, professionally or academically, including the nature and scope of the project, sources of information used in its preparation, project findings, and, if applicable, the extent to which computer databases were used in developing project findings.)**
2. **Ability to effectively communicate both orally and in writing to a variety of audiences. (Applicants must discuss any formal education or training they have received in oral and written communication. Applicants must also discuss significant written products they have produced as well as significant oral presentations they have made professionally or academically.)**

3. **Knowledge of the trafficking and abuse of illicit substances including familiarity with federal, state, and local counterdrug programs within the law enforcement, intelligence, and health and human service communities. (Applicants must address the nature and extent of their knowledge and how such knowledge was acquired.)**

The KSAOCs listed on this Vacancy Announcement have been identified as necessary for successful performance in the position for which you are applying. The information provided in the application will be used to evaluate your qualifications for this position.

**APPLICANTS MUST ADDRESS EACH OF THE KSAOCs SEPARATELY ON ITS OWN PAGE.**

**Pay, Benefits, and Work Schedule :**

All federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This position will be filled on a full-time permanent basis. Upon completing any required probationary or trial period, the position will be permanent.

**Conditions of Employment:**

Applicants must be within the guidelines of the NDIC Employment Drug Policy. Please read this section carefully before applying.

**NDIC EMPLOYMENT DRUG POLICY**

NDIC is firmly committed to a drug-free society and workplace. Therefore, the unlawful use of drugs by NDIC employees will not be tolerated. Furthermore, applicants for employment with NDIC who currently are using illegal drugs will be found unsuitable for employment. NDIC does not condone any prior unlawful drug use by applicants. NDIC realizes, however, some otherwise qualified applicants may have used drugs at some point in their past. The following policy sets forth the criteria for determining whether any prior drug use makes an applicant unsuitable for employment, balancing the needs of NDIC to maintain a drug-free workplace and the public integrity necessary to accomplish its law enforcement mission. Applicants who do not meet these criteria should not apply for the position.

**CRITERIA**

- A. An applicant who has used any illegal drug while employed in any law enforcement or prosecutorial position or while employed in a position that carries with it a high level of responsibility or public trust will be found unsuitable for employment.
- B. An applicant who is discovered to have misrepresented his/her drug history in completing the application will be found unsuitable for employment.
- C. An applicant who has sold any illegal drug for profit at any time will be found unsuitable for employment.
- D. An applicant who has used any illegal drug (including anabolic steroids after February 27, 1991), other than marijuana, within the last 10 years *or* more than five times in one's life will be found unsuitable for employment.
- E. An applicant who has used marijuana within the past 3 years *or* more than a total of 15 times in one's life will be found unsuitable for employment.

To determine whether you meet NDIC's drug policy, please answer the following questions:

- 1) Have you used marijuana at all within the last 3 years?

- 2) Have you used marijuana more than a total of 15 times in your life?
- 3) Have you used any other illegal drug (including anabolic steroids after February 27, 1991) at all within the past 10 years?
- 4) Have you used any other illegal drug (including anabolic steroids after February 27, 1991) more than a total of five times in your life?
- 5) Have you ever sold any illegal drug for profit?
- 6) Have you ever used an illegal drug (no matter how many times or how long ago) while in a law enforcement or prosecutorial position or in a position which carries with it a high level of responsibility or public trust?

If you answered “YES” to any of these questions, you should NOT apply for the position. They are immediate disqualifiers.

In accordance with Executive Order 12564, applicants selected for this position are required to submit to a drug test and receive a negative drug test result prior to appointment. In addition, this position is a drug-testing designated position subject to random testing for illegal drug use.

This position requires a Top Secret security clearance. Therefore, applicants will be required to successfully complete a **background security investigation, polygraph examination, and drug testing**. Loss of your Top Secret security clearance would result in termination of employment.

**This position requires considerable travel/assignments throughout the United States and some travel abroad. Some assignments may exceed 1 year. Candidates will be required to sign a Mobility/Travel Agreement as a condition of employment.**

Must possess a valid driver's license.

Candidates and their immediate families must be U.S. citizens.

### **Other Information:**

This position is in the Excepted Service. It is excluded from provisions of the career transition assistance program.

If claiming five-point veterans' preference, a DD-214 must be submitted. If claiming 10-point veterans' preference, both a DD-214 and SF-15 must be submitted.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials will result in your application not being processed.

Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form such as the OF-612 (Optional Application for Federal Employment).

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Employees who received a buyout and subsequently return to positions in federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

Employment may be denied as a result of information of which the applicant is genuinely unaware or, perhaps, by an assessment that an applicant does not meet the agency's overall employment criteria. A negative employment determination by the agency is final, and normally no specific reasons regarding non-selection will be made. Employment with NDIC is not a right upon which an applicant can insist. NDIC responds to all applicants no matter the outcome of their application.

Appointments to NDIC are made by the Director.

Applicants must meet all qualification requirements at the time of application.

**ALL EXPENSES INCURRED WITH TRAVEL TO THE JOHNSTOWN AREA WILL BE THE RESPONSIBILITY OF THE APPLICANT.**

**How to Apply:**

Please submit the following documents to the address provided in this announcement:

1. A written application for employment. You may use OF-612\*, a resume, or submit an alternative format. You must include all of the information specified in this vacancy announcement. Applications must be typed or printed clearly in dark ink.
2. A narrative assessment of your qualifications in terms of the KSAOCs identified within this announcement.
3. A list of three references who are not related to you and are not current or former supervisors. These three individuals should know your qualifications and fitness for the kind of job for which you are applying; at least one should know you well on a personal basis. The person's full name, telephone number(s) (including area code), and present business or home address are needed. **Providing this information constitutes permission to contact these references.**
4. A completed and signed OF-306\* (Declaration for Federal Employment).
5. Current or prior federal employees must submit a copy of their most recent SF-50 showing position title, series, and grade.
6. Current or prior federal employees must submit a copy of their most recent performance appraisal. This appraisal should be within the past 15 months. If no performance appraisal is available, you must provide justification for its absence.
7. A copy of college transcripts, if applicable, showing degree conferred and cumulative grade point average.

\*The Optional Forms (OF-612 and OF-306) can be downloaded from the following web site:  
[www.opm.gov/forms](http://www.opm.gov/forms).

**APPLICATIONS LACKING ANY/ALL OF THE REQUIRED INFORMATION LISTED IN THE "HOW TO APPLY" SECTION OF THIS VACANCY ANNOUNCEMENT WILL BE DISQUALIFIED.**

Failure to submit all required documents and information requested in this announcement will result in your not receiving full consideration. Missing information will not be requested. Applicants' qualifications will be evaluated solely on the information submitted in their applications. Materials submitted as part of your application will not be returned.

Please do not submit your application package in a notebook or binder with extraneous information. Applicants should provide sufficient information to enable the Human Resources Unit (HRU) to properly evaluate your application against the Qualification Standards, time-in-grade, and/or time after competitive appointment restrictions.

**For additional information about this position, please contact:**

Ms. Diane Demiter  
Human Resources Specialist  
(814) 532-4676

**Submission Options**

Once your employment package is completed, there are several different ways of sending it to HRU at NDIC. Please note that only employment related correspondence will be accepted.

The following methods include:

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Postal Mail: National Drug Intelligence Center  
ATTN: HRU #169-ND-02  
319 Washington Street, 5th Floor  
Johnstown, PA 15901-1622

Unclassified Fax: Required information faxed to: (814) 532-5809  
Attention: HRU #169-ND-02

Electronic Mail: Applicant's resume, OF-612 or alternative application, OF-306, references, transcripts (if applicable), and KSAOCs, created using Microsoft Word, may be sent via e-mail to: **NDIC.Jobs@usdoj.gov**.

Internal applicants: Submit applications to HRU.

Note: Our pre-recorded applicant line may be accessed by calling (814) 532-4004.

**Applicants choosing fax or electronic mail must send their application package, in its entirety, in one transmission. Partial or incomplete applications using any submission method will not be considered.**

**NDIC is a secured facility. No applications will be accepted at the guard station.**

NDIC is an Equal Opportunity Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.

NDIC welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Center is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973 to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within NDIC. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**NOTE:** This Excepted Service position will be filled under the NDIC Schedule A appointing authority. A successful candidate currently employed by another federal agency will be converted to the NDIC appointment from their current employing agency.